



Northwest Neighborhoods CDC

6516 Detroit Avenue, Suite 1
Cleveland, OH 44102-3057
216-961-4242

Accounts Payable Coordinator

Northwest Neighborhoods CDC

Background and Position Summary

As a community-led organization, Northwest Neighborhoods (NWN) equitably fosters diverse, vibrant neighborhoods that are physically and socially connected, where anyone can thrive. Our service area (West 45th to West 117th Streets, north of I-90) includes Cleveland's Cudell, Detroit Shoreway, and Edgewater neighborhoods.

Northwest Neighborhoods is seeking a detail-oriented individual to serve as Accounts Payable Coordinator. This is a critical position on NWN's Finance and Accounting Team. This position encompasses multiple areas of focus within accounting, ensuring payments are made on time and recorded appropriately. This role will be involved in implementation of best practices and a key part of departmental stabilization.

Primary Responsibilities

- Entering accounts payable for NWN-owned properties and NWN
- Aid in development of monthly reporting tools and systems
- Prepare monthly reports to assist with asset management
- Perform bookkeeping, data entry, and ACH processing; and maintain support schedules
- Collaborate with the finance team to ensure compliance with financial policies and procedures
- Perform general administrative office duties such as mailings, photocopies, support for others on the accounting team, and other clerical work as needed

Qualifications

- Proficiency in bookkeeping and MS Office applications
- Solution and growth oriented mindset
- Ability to prioritize tasks and meet deadlines
- Excellent organizational skills and verbal communication skills
- Good interpersonal skills and comfort with a wide range of people



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- Ability to problem solve and resolve conflict
- Ability to take initiative and work with minimal supervision
- *Proven experience in accounts payable or related finance role preferred*
- *Experience with QuickBooks and/or Yardi preferred*

Physical Demands

Ability to operate a computer and keyboard. Ability to operate a motor vehicle or equipment. May require reaching, standing, walking, fingering, grasping and feeling, and the ability to lift or move objects up to 20 pounds. May require vocal communication for expressing or exchanging ideas, hearing to perceive information at normal spoken word levels, visual acuity for color perception, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

NWN's Commitment to Equity and Inclusion

NWN is committed to creating an inclusive and equitable working environment and is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status. Women, BIPOC, and LGBTQ+ individuals are encouraged to apply.



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This position description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of Northwest Neighborhoods CDC. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder's responsibility.

Compensation

- Full-time position with annual salary of \$43,000 - \$46,000 commensurate with experience
- Paid Time Off accrued at the rate of one day per month during the first year of employment, then 18 days beginning the second year of employment.
- Holiday pay including New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day plus the days between December 24 and January 2.
- Employer contribution to 403(B) retirement program. Employer will provide a 50% match to the Employee's contribution up to a maximum of 3% of the employee's annual salary.
- Competitive health insurance offered with employer contribution.
- Long-term disability benefits.

SEND RESUMES AND COVER LETTERS BY APRIL 20 TO:

Northwest Neighborhoods CDC, Attn: Robert Grant III
6516 Detroit Avenue, Suite 1, Cleveland, Ohio 44102
E-MAIL: rgrant@nwneighborhoods.org
NO PHONE CALLS, PLEASE